This checklist must be completed and submitted along with City Annexation plats. The Planning Commission must review all annexation petitions. Plats are required for those annexations which are not part of the subdivision plat of record. Submittals must be made to the Department of Planning, City Hall, prior to 5:00 p.m., at least fourteen (14) days before the Planning Commission meeting.

Annexation plats for un-subdivided land must accompany or precede preliminary subdivision plat submittal.

Review the entire list and check ( ) items as completed. Enter “NA” (not applicable) next to those items which do not apply and explain on the reverse side of the form.

Incomplete or inaccurate submittals will be returned to the developer for completion.

Date Submitted _____________________________________________________

Date of Planning Commission Meeting __________________________________

Name of Annexation _________________________________

A. Annexation Plat Contents
   1. _______ Size (24” x 36”)
   2. _______ Name of Annexation, names and addresses of developer(s) and licensed surveyor or licensed engineer
   3. _______ Scale 1” = 200’ or less
   4. _______ North Arrow
   5. _______ Date of Preparation
   6. _______ Signature of registered land surveyor
   7. _______ Certification language, dedications, approval statements, etc as per regulations
   8. _______ Signature of owner(s) with notary
   9. _______ Plat drawn on mylar or linen
   10. _______ Boundary bearings, distances and curve data (within allowable tolerance)
   11. _______ Existing lots and blocks
   12. _______ Streets and easements dedicated as required
   13. _______ Acreage to nearest one-hundredth (1/100th) acre or each lot or tract
   14. _______ All lengths shown to one hundredth (1/100th) of a foot and all angles and bearings to twenty seconds (20") of arc. (chord length is not acceptable as a substitute for curve data)
   15. _______ Benchmark
B. Required Supporting Documents
1. ________ Certificate of ownership
2. ________ Copy of Petition for annexation as submitted to the City of Lander
3. ________ Plat review fee
4. ________ Other documentation as required
5. ________ Ten (10) copies of the plat
6. ________ Certification from the Board of Control as to water rights on the proposed annexation property and a Water Right Deed conveying such rights to the City of Lander.

Signature ________________________________________

Title ____________________________________________

Date _____________________
LANDOWNER'S PETITION TO ANNEX TERRITORY TO THE CITY OF LANDER, FREMONT COUNTY, WYOMING

TO: The Honorable Mayor and City Council of Lander, Wyoming:

Comes now the undersigned and by affixing their names hereto respectfully shows to the City Council and Mayor of the City of Lander, Fremont County, Wyoming, as follows:

1. That the undersigned, ______________ is the sole owner of land, which is contiguous to the City limits of the City of Lander, which land is described as follows:

   Said tract of land contains ___________ acres more or less.

2. That attached hereto and made a part hereof is a map showing territory sought to be annexed.

3. That ______________ being the owners of the said land, respectfully request that said land, be annexed to the City of Lander, Fremont County, Wyoming.

Dated this ______________ day of ______________, ____.

________________________________  ___________________________________
Witness

________________________________  ___________________________________
Witness

________________________________  ___________________________________
Witness